

CONNECTICUT DEPARTMENT OF CORRECTION JOB OPPORTUNITY

Clerk Typist (Grant Funded - Durational Positions)

Open To: The Public
Location: Statewide Vacancies
Hours: 1st Shift, Monday – Friday, 19 Hours per week.
(Part-time, federally funded – No benefits)
Salary: \$16.56/hr
Closing Date: November 5, 2014

MINIMUM QUALIFICATIONS:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

GENERAL EXPERIENCE:

Six months as a typist or its equivalent.

SUBSTITUTIONS ALLOWED:

Graduation from high school with coursework in typing.

PREFERRED EXPERIENCE:

- Full working knowledge of Microsoft Office.
- Ability to prioritize.
- Superior verbal and written communication skills.
- Strong computer and data entry skills.
- The ability to effectively communicate both orally and in writing.
- The ability to work well with all levels of internal management and staff.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure you meet DOC Administrative Directive 2.3.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above requirements should submit the requested documents as follows;

1. Cover letter,
2. Resume,
3. Two (2) letters of professional references from current and/or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references.
4. Application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf
5. State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf

Applications must be postmarked no later than the closing date indicated above. Incomplete application packages will not be considered. Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

**Heather DiMauro
Recruitment Unit
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-6866**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.